



Name (Please Print) \_\_\_\_\_

Location \_\_\_\_\_

Check One: Volunteer  Coach

## **HARASSMENT, INTIMIDATION, BULLYING AND CYBER-BULLYING POLICY AND PROCEDURE NOTIFICATION FOR COACHES AND VOLUNTEERS**

The Richland School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

Supervision of common areas is critical in maintaining a safe environment for students. Coaches and volunteers are essential partners in making sure students are safe. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, bullying, or cyber-bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, bullied, or cyber-bullying by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Harassment, intimidation, and bullying shall mean any intentionally written message or other visual communication, verbal communication or physical act, gesture or omission when engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:

- a) Physically, emotionally or mentally harming a student, staff member, volunteer, patron or a member of such person's immediate family, or damaging the student, staff member, volunteer, or patron's property or that of the immediate family such persons; or
- b) Substantially interfering with a student's educational experience; or
- c) Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- d) Having the effect of substantially disrupting the orderly operation of the school; or
- e) Casting a student, staff member, volunteer, patron or member of such person's immediate family in such light as to subject them to torment, ridicule or shame, regardless of the veracity of the facts upon which the actor has acted; or
- f) Constituting a crime pursuant to Federal, State or local laws, statutes or ordinance; or
- g) Subjecting any student, staff member, or volunteer, unwanted/ illegal pornographic material; or
- h) Portraying any student, staff member, volunteer, or patron in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment.

Coaches shall intervene when witnessing or receiving reports of harassment, intimidation, bullying or cyber-bullying. Minor incidents that are able to be resolved immediately or incidents that do not meet the definition of harassment, intimidation, bullying or cyber-bullying may require no further action. Volunteers who observe similar misconduct must report the matter immediately to a staff member.

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, bullying, or cyber-bullying, may report incidents verbally or in writing to the building administrator.

The Richland School District has developed an Incident Reporting Form. This form can be used by anyone who believes they have witnessed an incident of harassment, intimidation, bullying, or cyber-bullying. Additionally students and their parents can use this form to report similar instances. If you receive a report or an Incident Reporting Form it is critical that you personally deliver this information to the building administrator immediately. This form can be located at [www.rsd.edu](http://www.rsd.edu).

I have read and understand this document

\_\_\_\_\_

Volunteer/Coach's Signature

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Date